

draft

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, August 17, 2006 8:30am

1. Welcome of new Board Member, Tom Niles of the Procaccianti Group

2. Roll Call

Director Granoff called the meeting to order at 8:35am.

Directors present: Evan Granoff, Tina Harlow, Richard Lappin, Tom Niles and Stanley Weiss.

Directors absent: Michael Corso, Robert Gagliardi, Christopher Placco and Maria Ruggieri

Others present: Joe DiBattista, Ex-Officio Board Member; Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Manager of the Providence Foundation; Frank LaTorre, DID Director of Public Space; Leslie Huikko, DID Office Manager; Frank Zammarelli, Operations Manager for Block-By-Block.

3. Approval of the minutes from the Board Meeting of 7/20/06

Director Lappin motioned to approve the minutes from the July 20, 2006 board meeting. Director Weiss seconded the motion and a roll call vote was held as follows:

Director Granoff yes

Director Harlow yes

Director Lappin yes

Director Niles yes

Director Weiss yes

Therefore, the motion passed.

4. Financial Report

Leslie Huikko of Urban Place Consulting presented the financial report. The Statement of Financial Position indicates that approximately 61% of the first quarter's Accounts Receivable had been collected as of July 31, 2006. Some of the due dates had been extended due to invoice changes and many invoices were returned with indications of sales. Ms. Huikko is confirming the sales with the City and does not anticipate difficulty collecting the full balance within a reasonable time frame. The income section of Statement of Operations reflects the distinction between taxable and tax exempt assessment revenue for the 1st quarter, as requested by the Board. Several organizations are contributing to the Responsible Hospitality Institute workshop, which is reflected in the Special Projects Income line item. The Special Projects expenditures are for window banners and components of the mobile information cart.

One property within the district went to tax sale for non-payment of the DPDMA assessment for the period of January 1, 2005-June 30, 2006. The lien was purchased, and the purchaser has paid the

DPDMA for the past-due assessment with interest.

Director Weiss motioned to accept the financial reports as presented. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director Granoff yes

Director Harlow yes

Director Lappin yes

Director Niles yes

Director Weiss yes

Therefore, the motion passed.

5. Marketing Report

Joelle Crane of the Providence Foundation presented the marketing report. The five large-scale (3' by 4.5') banners for display in windows were printed by Concept Link and are in the process of being installed. The banners show BBB staff working and describe the mission of the DID.

The Downtown Marketing Advisory Committee met with Advertising Ventures on July 25, and the "Live It Up!" concept was introduced. The next steps are selection of photographs and planning the media buy.

Earlier this year, the DID committed \$15,000 toward the development & enhancement of its website. RFPs were mailed to more than 20

local website design and management firms. The joint Downtown Marketing Advisory Committee and the DID Marketing Committee are meeting on Wednesday August 23rd to review the proposals and select firms for interviews the following week. The contract is expected to be awarded by September 1, 2006. All interested DID Board members are encouraged to attend this meeting.

Director Weiss motioned that the DID Board shall grant authority to the Board Chair to execute a contract with a website development firm based on the recommendation of the DID Marketing Committee and the Downtown Marketing Advisory Committee and not to exceed \$15,000. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director Granoff yes

Director Harlow yes

Director Lappin yes

Director Niles yes

Director Weiss yes

Therefore, the motion passed.

Frank LaTorre presented an update regarding the Community Information Kiosks. He circulated a sketch of the design and indicated that each of the 4 will have distinct roofs. The design phase is expected to be complete in the next month. The cost per kiosk has yet to be determined, but will be made public as soon as it is known so that additional funding may be solicited.

Mr. LaTorre will research who will own the completed and installed kiosks. The DID Clean Team will be responsible for removing out-dated information and for overall maintenance of the kiosks.

**6. Report from Urban Place Consulting and Director of Public Space
Frank LaTorre presented his updated project matrix.**

The President and Vice President of the Responsible Hospitality Institute will be returning in September to lead a 2020 Vision Leadership Summit. The total cost is estimated at \$15,000. Michael Hogue is spearheading the fund-raising efforts for continued workshops. The City is invested in the effort and has committed \$2,000 to the cause. So far, the Providence Foundation, Downtown Neighborhood Alliance, and the Jewelry District will be contributing. Mr. LaTorre distributed a handout that describes the broad spectrum of professionals who will be invited to the workshop and included in the on-going process.

Director Lappin motioned to allocate \$2,000 of Special Projects funds to the Responsible Hospitality Institute Community Orientation and Strategy Session to be held in Providence September 19-21, 2006.

Director Harlow seconded the motion, and a roll call vote was held as follows:

Director Granoff yes

Director Harlow yes

Director Lappin yes

Director Niles yes

Director Weiss yes

Therefore, the motion passed.

Mr. LaTorre distributed a summary of the Downtown Tree Survey Results from Doug Still, City Forester. The DID plans to partner with the City to contribute to the purchase of hearty trees for planting within the district.

Council President Lombardi called a meeting at City Hall last week to discuss issues related to Providence's noise ordinances. Frank LaTorre, Dan Baudouin, and Richard Lappin represented the DID. Councilman Lombardi acknowledged the commitment of the DID and pledged his support to implementing the recommendations of the DID Ordinance Committee.

The DID ordinance committee continues to research ordinances and enforcement tactics related to the following topics: noise (including motorcycles and decibel levels), dumpster and trash removal, parking and permitting controls in alleys, litter caused by fliers that are distributed to advertise club events, zoning issues regarding placement of nightclubs.

Mr. LaTorre also reported that the Water Supply Board is in the process of painting the fire hydrants throughout the district.

7. Report from Block-by-Block

Mr. Zammarelli presented the Clean and Safe Program statistics for the month of July 2006. The amount of trash collected is much higher than it was during the same month last year, which is due in large part to the 40 new receptacles that are emptied by Block-By-Block staff. The Special Projects Team is re-mulching areas that have eroded and is touching up paint on fixtures throughout the district. The second round of the weed eradication program has begun. Maintenance has been completed on all equipment, and the trucks are being re-painted and decaled this week.

Maintenance of the flower planters has been time-consuming and expensive. Some planters have been re-planted 4 times because the plants have been stolen. Four of the planters have been broken beyond repair. Next year, the DID will use hanging planters, which will be less susceptible to theft and vandalism.

The smoking butlers appear to be reducing the amount of cigarette butts on the sidewalks. However, the inside sleeves on 4 butlers were stolen. Mr. Zammarelli is looking into purchasing replacement sleeves, as the butlers are useless without them.

The Safe Team is scheduled so that the district is well-staffed Wednesday-Saturday, which are the busiest evenings. The Safety Team and Police are communicating well.

A brief discussion followed regarding the public safety issues that arise as a result of people being discharged from the ACI and dropped off at Kennedy Plaza with insufficient funds to reach their destination. Frank LaTorre will write a letter re-emphasizing the Board's concerns, which have been previously stated. This letter will be sent to the Mayor via Garry Bliss, the Mayor's Policy Director.

8. Other Business

The grand re-opening of the Weybosset St. Comfort Station is Wednesday August 23 at 9:30am. The Police will be using it as a substation.

Joe DiBattista expressed his concern about the on-going litter problem that is created by the distribution of special event fliers that are placed on windshields or handed to individuals and end up blowing around the streets of the district. Mr. DiBattista shared a copy of the memo that he sent to Mayor Cicilline regarding this concern and stated that he would like the DID to partner with the City to address this issue. Frank LaTorre committed to doing so.

Dan Baudouin reported the he and Leslie Huikko met with staff from Crossroads and The RI Coalition for the Homeless to discuss an education campaign to encourage people to donate to social service agencies rather than giving to panhandlers. The Directors present agreed the panhandling has become less of an issue in the 18 months

that the DID has been in operation and that a small-scale education initiative will be sufficient. Ideas include links on the website, an article in the newsletter, and handouts to incoming students.

9. Adjournment

The meeting was adjourned at 10:00am.

Respectfully Submitted,

Leslie Huikko